



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 22 August 2022

NOTE: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV. All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above-mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: ADMINISTRATION CLERK (HR) REF NO. 220822/09
BRANCH: INFRASTRUCTURE MANAGEMENT CENTRAL OPERATIONS
SALARY: R176 310 per annum, (Level 5)
CENTRE: Gariep Dam

REQUIREMENTS: A Senior / Grade 12 certificate. Experience in Human Resources will serve as an added advantage. Knowledge of PERSAL system. Knowledge and understanding of Public Service Act, Public Service Regulations, Employment Equity Act and PFMA. Knowledge and experience of service conditions, service benefits, recruitment and selection and appointment procedures. Knowledge of administrative, clerical procedures and systems. Knowledge of database and spread sheet applications. Client orientation and customer focus skills. Good verbal and written communication skills. Good planning and organising skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Planning and organising.

DUTIES: Recruitment and selection (compiling advertisements, capturing of applications, verification of qualifications, security screening, reference checks, secretariat functions at shortlisting's, interviews, human resource development meetings, etc). Implement conditions of services (appointments, promotions, transfers, translations, leave, housing, medical aid, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR, probation, etc). Perform administration of Performance Management Development System. Ensure the verification and quality checking of PMDS documents. Liaise with internal and external stakeholders in relation to recruitment and selection and service benefits. Implement termination of services. Load pensions on PCM. Implement appointments, transfers, and promotions on PERSAL. Deal with all HRM related queries daily, in accordance with Batho Pele Principles.

ENQUIRIES: Mr SM Segalo, 051 754 0001

APPLICATIONS: Central Operations (Gariep Dam) Please forward your application quoting the relevant reference number to: Scheme Manager Central Operations WRIOM-Branch, Department of Water and Sanitation, Private Bag X 09, Gariep Dam, 9922. For Attention: Mrs Nsm Maloka